

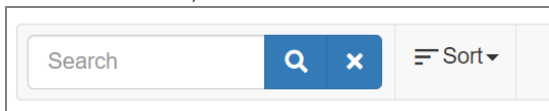
# Certified Public Road Mileage Instructions for Cities and Counties

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## Find Your Request Letter and Map(s) on the Website

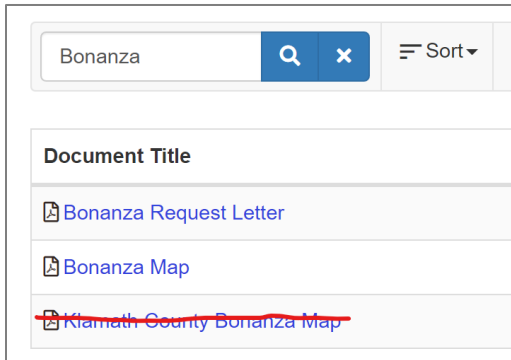
1. Visit the following website to access the files you will need to update your public road mileage by February 1, 2023: <https://www.oregon.gov/odot/Data/Pages/CPRM-Resources.aspx>.
2. On the website, scroll down to find the search box:



3. Type the name of your community in the search box and click the magnifying glass.

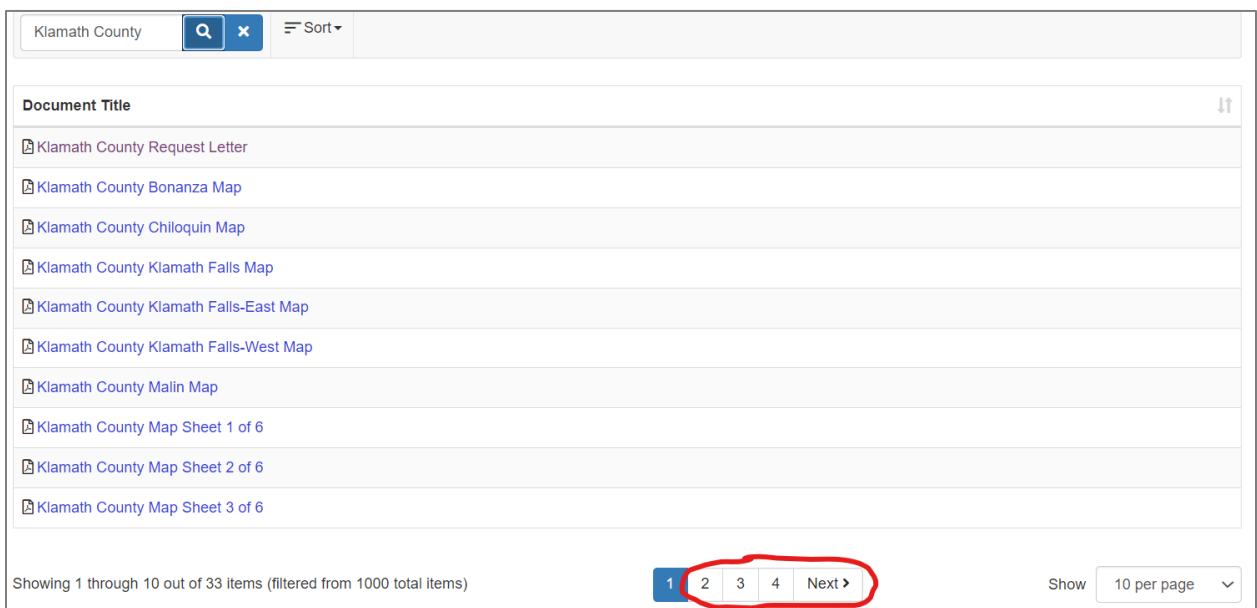
## Search Results for Cities

If you search for a **city**, you will see a Request Letter and a Map (or maps) labeled with your agency's name. You will also see a map of your city labeled with a county name. You will not need to review the information in files labeled with a county name.



## Search Results for Counties

If you search for a **county**, you will see a request letter and multiple maps labeled with your county's name. Some counties also have an Excel file. You will need to review information in each of the files. You may have to click the numbers or "Next" at the bottom of the results to see additional files for your county.





## Download Your Request Letter and Map(s)



You will need to download PDF files for your agency in order to enter your annual updates.

### Request Letter

1. In the search results for your agency (See "Find Your Request Letter and Map(s) on the Website"), **click on the link** labeled "*Agency Name Request Letter.*"
2. A copy of the file will open in your browser.

3. To download, click the Save icon  (Microsoft Edge) or the Download arrow  (Google Chrome) in the upper right hand corner.
4. You will be prompted to save the file to your computer under This PC > Downloads. Click Save to save the file in that location or select a location of your choice.
5. Open Windows File Explorer and navigate to This PC > Downloads or the location where you saved the file to open the file on your computer. From here, you can fill out fields in the file (See “Complete the Request Letter”) and save the filled out file on your computer.

## Map(s)

1. In the search results for your agency (See “Find Your Request Letter and Map(s) on the Website”), **click on each link** labeled “Agency Name Map” and download a copy of each file to your computer.
2. After clicking on each link, a copy of the file will open in your browser.
3. To download, click the Save icon  (Microsoft Edge) or the Download arrow  (Google Chrome) in the upper right hand corner.
4. You will be prompted to save the file to your computer under This PC > Downloads. Click Save to save the file in that location or select a location of your choice.
5. Open Windows File Explorer and navigate to This PC > Downloads or the location where you saved the file(s) to open each file on your computer. From here, you can mark up or print each map (See “Mark Up the Map(s)”) and save the marked up file on your computer.


## Complete the Request Letter

After opening the Request Letter that you saved to your computer, you will complete the table(s) starting on page 3 of “Agency Name Request Letter” to report your mileage by surface type as of December 31, 2022. Counties will have a series of tables to complete within the Request Letter.

1. The “Dec. 31, 2021” column reflects mileage reported last year.
2. In the “Changes” column, write the mileage increase or decrease per surface type.
  - You will write positive mileage to reflect increases due to new construction, transfers **to** your agency, and changes **to** a surface type.
  - You will write negative mileage to reflect decreases due to abandonments, transfers **from** your agency, and changes **from** a surface type.
  - Do not include maintenance work unless it changed the surface type.
  - If there are no changes, write that in any column and return the form as indicated in “Return Your Completed Request Letter and Map(s)”.
3. In the “Dec. 31, 2022” column, type the sum of the prior year’s report and the changes you noted. **This is your total centerline miles for this year’s report.**
4. If known, complete the “Lanemiles” column to indicate the number of lane miles by surface type.
5. Enter your contact information at the bottom of the page and save all your changes.
6. Continue to review and mark up map(s) as described in “Mark up the Map(s).”

## Mark up the Map(s)

Review and mark any road alignment changes on maps.

1. Open the downloaded file(s) from “Download Your Request Letter and Map(s)” above.
  - If you are a city, you do not need to use the maps labeled with the county name.
  - Counties will have multiple maps to review and update.
2. Use the Sticky Note tool in Adobe Acrobat Reader to electronically annotate the map with any road alignment changes.
  - Alternatively, you can print out a copy of the map and add written notes.
3. To add Sticky Notes in Adobe Acrobat Reader, click on the Add Sticky Note tool in the upper toolbar (right side). 
4. On each map, note changes such as new roads (built and open to travel) and public facilities.
5. Save or scan in any changes to the map in a PDF file.
6. If reporting newly built roads, please provide a plat or map if available. Digital files are preferred but paper documentation is accepted.

## Return Your Completed Request Letter and Map(s)

**Returns are due by February 1, 2023.** You may return the completed request letter and updated map(s) by email (preferred) or mail.

Send electronic copies to Danny Spaulding via email at [danny.g.spaulding@odot.oregon.gov](mailto:danny.g.spaulding@odot.oregon.gov).

OR

Mail documents to:

Department of Transportation  
Transportation Data Section, Attn: Danny Spaulding  
555 13th Street NE, Suite 2  
Salem, OR 97301-4178